

**ADDITIONAL INSTRUCTIONS TO OFFERORS - PRICING**

Offerors shall use this standard format to submit summaries of their estimated costs for review and analysis by the Government. See also FAR clause 52.215-20 and its Alternate I included in the solicitation.

Offerors are expected to act in good faith in disclosing their cost or price estimation process. Offerors shall incorporate as part of, or submit with this format any additional information, e.g., schedules, which supports and substantiates the proposed costs, and which is reasonably required for review and analysis in light of the specific facts of this acquisition. The information submitted or otherwise made available by offerors shall include:

- Existing, verifiable data;
- The judgmental factors applied in projecting from known data to the estimates; and,
- The contingencies used in developing the offerors' proposed cost or prices.

Offerors shall describe any relevant information that it is impracticable to include in this format or attachments. Offerors shall make such information available to the Contracting Officer or his/her representative upon request.

Line item instructions:

1. Enter the name of the firm, partnership, organization, etc., submitting the offer.
2. Enter offeror's full, current address.
3. Enter the Government's solicitation number from the Request for Proposals (RFP).
4. Enter the title of the proposed contract shown on the RFP. (NOTE: *When this format is used for subcontractors, enter a brief description of the services or the tasks - and any task numbers - to be performed by the subcontractor.*)
5. List each category or classification of direct labor proposed to be used under the contract. Enter the proposed number of hours and hourly rate for each classification. Multiply the rate by the number of hours and enter the product in the Estimated Cost column. Add the estimated cost for all classifications and enter the sum in the Total Direct Labor row. (NOTE: *If the rate is loaded, i.e., includes more than salaries, include explanation and breakdown of the components of the rate.*)
6. Enter each cost center, department or other entity for which direct labor overhead is to be charged. Enter the rate and base for each. Multiply the rate(s) by the (base(s) and enter the product(s) in the Estimated Cost column. Add the estimated cost for each labor overhead cost center and enter the total in the Total Labor Overhead row. (NOTE: *Do not include any direct labor overhead here that is already included in loaded rates in item 5 above.*)
7. List proposed consultants by name or company (if known) or other description, e.g., type. Enter hourly rates and number of hours proposed for each. Multiply each rate by its corresponding base and enter the product in the Est. Cost column. Add the estimated cost totals and the total from Schedule A and enter the sum in the Total Consultant Costs row.
8. Enter the total of the itemized Other Direct Costs from Schedule A.
9. Enter the total subcontract costs from the individual subcontract pricing proposal sheets (Schedule B). Use separate Schedule B for each subcontractor.
10. Add the totals from items 5, 6, 7, 8 and 9 and enter the sum.
11. Enter the G&A rate (percentage), the dollar amount of the base to which the rate is applied, and the cost element item numbers to which the rate applies (e.g., Direct Labor, Direct Labor Overhead, etc.). Multiply the rate by the total of those items (i.e., the base) and enter the product.
12. Add the amounts in rows 10 and 11 together, and enter the sum.
13. Enter the amount of proposed fixed-fee or profit.
14. Add the amounts in rows 12 and 13, and enter the sum.

## CONTRACT PRICING PROPOSAL FORMAT

This format is to be used for the submission of *information other than cost and pricing data* as defined at FAR Subpart 15.4. Use additional sheets as needed.

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1. Offeror:

3. Solicitation No:

2. Offeror's Address:

4. Services/items to be furnished:

## DESCRIPTION OF PROPOSED COST ELEMENTS

5. Direct Labor ( <i>specify by category/type</i> )	Estimated No of Hours	x Rate/Hour	= Estimated Cost	
Total Direct Labor				
6. Labor Overhead ( <i>specify Dept./Cost Center</i> )	Rate (%)	x Base (\$)	= Estimated Cost	
Total Labor Overhead				
7. Consultants ( <i>continue on Schedule A</i> )	Rate (\$)	x Hours	= Estimated Cost	
Subtotal Consultant Costs from Schedule A				
Total Consultant Costs				
8. Other Direct Costs ( <i>from Schedule A</i> )				
9. Subcontract Costs ( <i>from Schedule B</i> )				
10.Total Direct Costs ( <i>add items 5 through 9</i> )				
11. General & Administrative Expense	Rate:	% x Base: \$	(Item #s: )	
12. Total Estimated Cost (add items 10 and 11)				
13. Proposed Fixed Fee/Profit				
14. Total Estimated Cost Plus Fixed Fee/Profit				

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2. Solicitation No:

### 3. Consultants (*names or description*)

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= Est. Cost

4. Other Direct Costs (*specify, e.g., travel, communications, supplies, etc.*)

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= Total

Sub-Total Other Direct Costs

**CONTRACT PRICING PROPOSAL FORMAT - Schedule B - Subcontract Costs**

*This format is to be used for the submission of information other than cost and pricing data (see FAR 15.402). Use additional sheets for lower tier subcontracts and as needed.*

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1. Offeror:

2. Solicitation No:

3. Subcontractor (name and address):

4. Services/Items to be furnished:

**DESCRIPTION OF PROPOSED COST ELEMENTS**

5. Direct Labor ( <i>specify by category/type</i> )	Estimated No of Hours	Rate/Hour	Estimated Cost	
Total Direct Labor				
6. Labor Overhead ( <i>specify Dept./Cost Center</i> )	O/H Rate	x Base (\$)	= Est. Cost	
Total Labor Overhead				
7. Consultants ( <i>continue on Schedule A</i> )	Rate	x Hours	= Est. Cost	
Subtotal Consultant Costs from Schedule A				
Total Consultant Costs				
8. Other Direct Costs ( <i>from Schedule A</i> )				
9. Subcontract costs ( <i>from Schedule B</i> )				
10. Total Direct Costs				
11. General & Administrative Expense	Rate:	% x Base: \$	(Item #s:	
	)			
12. Total Estimated Cost				
13. Fee or Profit				
14. Total Estimated Cost And Fee/Profit				